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MANUAL

OF THE

FOREIGN

CHRISTIAN MISSIONARY SOCIETY,

FOR THE USE OF MISSIONARIES AND
MISSIONARY CANDIDATES. . . .

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Manual of the Foreign Christian Missionary Society.

THE SOCIETY, ITS OFFICERS AND THEIR WORK.

The Foreign Society is composed of Life Directors, Life Members, Annual Members, and Representatives of Churches, Sunday-schools, Sunday-school Classes and Missionary Associations. Any member of the Church of Christ may become a Life Director by the payment of $500, which may be paid in five annual installments; or a Life Member, by the payment of $100, in five annual installments; or an Annual Member, by the payment of $10; or any Church of Christ or Sunday-school, or Sunday-school Class, or Missionary Association, may be represented in the directorship or the membership for fifteen years by paying, respectively, $500 or $100, in five annual installments; provided the representative is a member of the Church of Christ.

The officers of the Society are a President, five Vice-Presidents, Recording Secretary, Corresponding Secretary, and Treasurer. These constitute the Executive Committee and have all powers vested in the Board of Managers during the intervals of Board meetings. It is the duty of the Executive Committee to establish such agencies as the interest of the Society may require, appoint missionaries, fix their compensation, direct their labors, make all appropriations to be paid out of the treasury, and present to the Society at each annual meeting a report of its proceedings during the past year.

QUALIFICATIONS OF MISSIONARIES.

1. **Good Health.** The climate and work are much more trying than at home. After reaching a field it takes several years to prepare for service. This involves the expenditure of a considerable amount of money. It follows that whoever goes out ought to have a reasonable prospect of long life. Besides, one's usefulness and agreeableness depend very largely upon one's health. The Committee requires the applicant to be examined by the medical examiner of the Society.

2. **Education.** The missionary encounters scholars in India, China, and Japan. If he can not meet them on their own ground, he will not be able to compel their respect and to win them to Christ. The idea that the natives are simple-minded people who will receive his assertions without question is erroneous. Moreover, he must be able to start and superintend training schools. The most efficient missionaries from the time of Paul to our own time were men of liberal culture.

3. **Linguistic Ability.** This is indispensable. The natives are certain to discount and discredit any man who is unable to use their language fluently and idiomatically. Men who are unable to master a new language are a handicap in a mission. A messenger of Christ should be able to hold his own in the use of the vernacular in any discussion that may arise so far as purity and fluency are concerned.

4. **Good Sense.** The missionary has to deal with all classes and conditions of men, with officials, with fellow-missionaries, with native helpers and with converts from heathenism. With the wisest management there will be more or less misunderstanding and friction. New problems are constantly arising. In many instances a missionary has no precept or precedent to guide him. New methods must be adopted. One needs all the practical wisdom that one can command.

5. **Faith in the Gospel.** The world is lost. It can not be saved by education or by commerce. The one divinely appointed instrument for this purpose is the gospel. If a man does not believe this thoroughly, he ought not become a missionary. The nations need the gospel more than they need anything else. Every other blessing follows its acceptance.

6. **Leadership.** The mission fields need many-sided men. They need wise master-builders to lay foundations. The Holy Spirit recognized this when He sent Saul and Barnabas into the heathen world. The nations can be evangelized only by natives. The most that foreigners can do is to make some converts and train the best for the work of the ministry. From the very first the missionary must keep in mind the thought of self-support and self-propagation. The notion that any one will do for this service, provided he is pious, is a mistake. Pioneers in anything ought to be the ablest and best qualified men, not those of small ability and education. The best are none too good for this divine enterprise.

7. **Sympathy.** Another qualification in a missionary is a large sympathy, which should manifest itself first with the people among whom and for whom he is to labor. If he feels no genuine interest in them and no earnest desire to do them good, if he can not enter in a good degree into their thoughts and feelings, he will not be able to render them much assistance. He should love those for whom Christ died. Not only so, but he should have the warmest sympathy with those with whom he is joined as a yoke-fellow. There is something in the eastern climate that has a peculiar wasting effect upon the nervous system. The unceasing round of duties, with so little opportunity for change and diversion, contributes to the loss of self-control. Consequently, a missionary should be a person of the deepest sympathy—a sympathy that is born of humility, of an inability to receive a slight, to take offense at

a momentary injustice, to persist in remembering an injury. A disposition to esteem others better than himself affords him a sympathy with his co-workers which will prove a grand lubricator of missionary co-operation.

8. **Consecration.** The work is difficult. It is a perpetual conflict with dirt and disease, with ignorance and superstition. The novelty and romance soon wear away. If a missionary is not constrained by the love of Christ so that he does not count his own life dear to him, if he can finish his course with joy and the ministry which he has received of the Lord Jesus, he will soon grow weary of the task and desire to abandon the field.

WIVES, SINGLE WOMEN AND MEDICAL MISSIONARIES.

1. **Wives.** It is necessary for the wives of the missionaries to be examined as carefully as their husbands. Should they be feeble and irritable, they will place their husbands at a great disadvantage, and the work will be seriously hindered. Should their health fail, it will be necessary for the family to return home. They should be qualified in all respects for this high service. They are expected to give as much of their time and strength to the work as their household duties will permit.

2. **Single Women.** Single women go out to work, for the most part, among the children and in the homes of the people. They should be apt to teach, able to sing, patient, gentle, not easily discouraged. They should be as well qualified for this work as though they were going to engage in Christian work at home.

3. **Medical Missionaries.** Medical missionaries must be graduates of some reputable medical college. They must be active workers in the church to which they belong. While they go out to heal the body, their main work is to advance the interests of Christ's kingdom. They should be men of liberal education, having

a good knowledge of the Scriptures. They should be sound in faith and qualified to preach and to teach.

APPOINTMENT OF MISSIONARIES AND SELECTION OF THEIR FIELDS.

1. **Written Applications.** Those who wish to be appointed are asked to submit written applications. Suitable blanks for this purpose are furnished by the Committee. An examination of these blanks will convince many that it will be unprofitable to proceed further. The questions asked will reveal the lack of the proper qualifications.

2. **Testimonials.** Applicants are required to refer the Committee to some persons of acknowledged ability and Christian character for further information. These persons should know the applicants well. They should, as a rule, be church officers and ministers and teachers. These testimonials should be sent directly by the persons writing them to the Executive Committee. They will be regarded as private and confidential.

3. **Conference With the Committee.** All applicants for appointment are required to meet the Executive Committee for a conference. The Committee wishes to have some personal knowledge of the workers. This knowledge creates a bond of sympathy and mutual interest. It is well for the missionary that he should know the men who direct his labors on the fields. The Committee wishes to hear something from the candidate's own lips about his motives, about his training, and about the work he has accomplished already. Untried applicants are never appointed. If a candidate has been tested here and has failed, he will certainly fail on the foreign field. If he has demonstrated his ability and efficiency here, the probability is that he will succeed anywhere.

4. **Selection of Field.** At the time of appointment it is usual to designate the field. No one is asked to go to any field unless he is perfectly willing to go. After

reaching the field assigned, the particular station at which he shall work is agreed upon by conference with the Mission and with the Executive Committee. The aim is to place each missionary in that part of the field for which he seems best fitted, and where he is likely to accomplish most good.

OUTFIT, TRAVELING EXPENSES, AND SALARY.

1. **Outfit.** The Society grants $200 to each family for an outfit and $100 to single missionaries. This money is to be used in purchasing clothing and furniture. Part of it may be wisely spent in this country and part of it on the field. The missionaries select their own outfit. They do this after conferring with the missionaries on the field to which they go. The Committee is always ready to furnish such advice as it possesses.

2. **Medical Outfit.** The medical missionary is supplied with medicine and such surgical instruments as the work requires.

3. **Return of Outfit.** Should a missionary retire from the field after a service of three years or less for any other cause than that of failure of health, it is expected that he will make an equitable return on the outfit allowed to the Society. Should a medical missionary withdraw from the field for any reason, he is expected and required to turn over his outfit to his successor or to some representative of the Foreign Society on the field.

4. **Travel.** The Society pays the expense of the journey of the missionary and his family from their home to the station. They are expected to go by the most direct route. It also pays freight and custom duties on their household effects and books. The Committee will arrange the transportation.

5. **Shipping Goods.** All goods intended to be shipped directly should be placed in well-made boxes of medium size. These should be securely strapped and fastened or bound round the ends with iron bands. The boxes

should be numbered and a list kept of the contents of each, with the actual or estimated value of each class of articles. Copies of these lists should be kept for use at the custom house and for purposes of insurance.

6. Salary. The Society pays a husband and wife $1,000 a year and $100 extra for each child. In addition to this, house rent is provided. Single missionaries are paid $600 a year. Salaries are paid monthly, and begin at the time the missionary reaches the field.

7. Passports. A passport is important and in some cases indispensable. It can be secured from the Secretary of State at Washington.

ON THE FIELD.

1. Entering Upon the Work. Missionaries should give their first and special attention to the work of acquiring accurately the language of the country to which they are sent and, except under pressure of other great interests, of which the Mission shall judge, no other work should be allowed to interfere with this. At the close of the first year each missionary should be examined by a competent committee; also at the close of the second year. The results shall be reported to the Executive Committee. In the pursuit of their studies and in the care and preservation of their health new missionaries should follow the counsel of older and more experienced members of the Mission. Due attention to this point will promote usefulness and prevent many failures.

2. Outside Work. Missionaries are expected to give their whole time and thought and strength to the special work which they were sent to do. If there is any demand for outside work, the missionaries should consult with the Mission and with the Executive Committee before undertaking it. Any sums of money received for such work shall be paid over into the Mission treasury and reported at once to the Society.

If a medical missionary receives any fees for his services, the same should be reported.

3. **Vacation on the Field.** It is necessary sometimes for missionaries to have brief vacations. These should be arranged so that the work will suffer as little as possible. Before leaving on a vacation the missionary should confer with the Advisory Committee and secure its approval.

4. **Medical Expenses.** At all stations where there are medical missionaries it is expected that they will serve the families in the Mission free of charge. Where there are no medical missionaries, the Society pays the expense of medical treatment. This amount, as far as practicable, should be included in the estimates.

TERM OF SERVICE AND FURLOUGHS.

1. **Term of Service.** The appointment of a missionary contemplates *service for life*, if the Lord will. At stated periods, however, the missionaries are allowed to come home on furlough. In case of sickness, the consent of the Advisory Committee on the field should be secured. This should be forwarded at once with a medical certificate to the Executive Committee.

2. **Furloughs.** Furloughs are designed to restore the health of the missionaries and to qualify them more perfectly for the further prosecution of the work. They are expected to serve seven or eight years, before taking the first furlough. After that the period of service is ten years. Single women are not expected to remain for more than five or six years on the field before a period of rest. The furlough in all ordinary cases is *for one year only*. This does not include the time required for a direct journey to and from the field. Missionaries should arrange wherever possible to leave the field at such a time that they can return in a year without any peril or injury to their health.

3. **Traveling While on Furlough.** The Society pays the expense of the journey by the usual direct route

from the Mission station to the home of the missionary. A reasonable amount is allowed for baggage. While on furlough, the missionaries are expected to avail themselves of every reasonable opportunity to arouse the zeal and interest of the churches in their work. In visiting churches and missionary conventions at the request of the Society, their traveling expenses are paid, if not otherwise provided for.

4. **Allowance While on Furlough.** The rule of the Society is to allow missionaries while at home 75 per cent. of the amount paid while on the field. Their home allowance begins on arrival in the United States. The Committee believes that this is ample to enable the missionaries to live in comfort while they are resting.

RIGHT TO RECALL AND THE WITHDRAWAL OF MISSIONARIES FROM THE FIELD.

1. **The Right to Recall Missionaries.** Should it appear that any missionary is unable to master the language, or should it appear that he can not work harmoniously with his associates, or that he is not adapted to the field and work, or should it appear that his usefulness is open to serious question, the Executive Committee reserves the right to recall him. His traveling expenses home will be paid.

2. **Withdrawal From the Field.** In the event of a missionary withdrawing from the field, the Society will pay the expense of the journey home, provided such journey be made within a year of the date of withdrawal. Should one withdraw from the service of the Society within five years to enter upon any other service on the field, he shall be expected to reimburse the Society in part at least for the money expended in educating him for that work.

RELATION OF RETURNED MISSIONARIES TO THE SOCIETY.

When disabled missionaries return to this country with the approval of the Mission and Executive Com-

mittee, the Committee will make such grants toward their support as the circumstances of each case shall require, it being understood:

(1) That no pensions and no annuities are to be settled upon any persons and that no grant is to be given, except in extraordinary cases, for any other than the current year.

(2) That, except in extraordinary cases, after the lapse of a year from the return, no grant is to be made to missionaries who are not disabled by sickness, and yet are not expected to resume their missionary labors.

(3) That missionaries who return on account of sickness, and recover their health and remain in this country, are no longer to be regarded as having any claims upon the Society for pecuniary assistance.

ORGANIZATION ON THE FIELD.

Where there are three or more missionaries on a field, they are required to organize themselves into a Mission. This Mission is required to hold one meeting each year. An Advisory Committee appointed by the Mission shall act in the interim. The Mission has the general care and supervision of the work in its field. No missionary should undertake a new work without its advice. All questions requiring the action of the Executive Committee, questions involving requests for appropriations, the expenditure of funds, the location or transfer of missionaries, shall first be submitted to the Mission for its judgment. It is desired that in all cases the Mission shall act as a unit. Where unanimity is not possible, a majority shall decide. Missionaries should be on the field one year before voting.

ESTIMATES, SPECIAL APPEALS, AND SPECIAL APPROPRIATIONS.

1. **Estimates.** At the annual meeting the Mission shall prepare an estimate of the probable cost of the work for the year beginning the first of May following. Where there is more than one station in a Mission, each sta-

tion should prepare its estimate to be submitted at the annual meeting for detailed consideration and recommendation. All the expenditures of the year, aside from the salaries of the missionaries, shall be included in these estimates. It is especially desired that in making requests for appropriations for new work, such as the sending out of new missionaries, purchase of property, erection of buildings, etc., the missionaries shall indicate the order of their importance. These estimates shall be made out on blanks furnished by the Society. The estimates shall be forwarded to the Mission Rooms by the Secretary of the Mission. The Executive Committee requires in all cases the judgment of the Mission or the judgment of the Advisory Committee in cases of special emergency on all estimates and on requests.

2. **Special Appeals.** The Committee desires that the estimates shall be so complete as to preclude applications from the field to Churches, Sunday-schools, Societies or individuals for special gifts. Such applications interfere with the regular work of the Society, and are a constant source of annoyance and trouble. No special appeals should be made without the consent of the Mission and without the consent of the Executive Committee.

3. **Special Appropriations.** After the estimates are sent to the Society and acted upon, special requests for grants can not be entertained except in extraordinary cases. When such cases arise during the year, they shall be submitted to the Advisory Committee, or, if that is not practicable, to the missionaries by circular letter before forwarding them to the Mission Rooms in Cincinnati.

DUTIES OF THE MISSION SECRETARY AND TREASURER.

1. **The Secretary.** Each Mission and each Station shall choose for itself a Secretary. This Secretary shall receive and keep files of all official correspondence

addressed to the Mission and to the Station. All communications for the Executive Committee shall come through the Secretary and not through the missionary directly. Appeals or requests from individual missionaries can not be considered.

2. **The Treasurer.** The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs. This election shall be reported to the Executive Committee and shall be subject to its approval. The Mission Treasurer receives all funds for the Mission. He is the custodian of all deeds of Mission property and other legal papers not transmitted to the Society. It is his duty to keep in official books, procured at the Society's expense and to be the property of the Society, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all the official correspondence properly belonging to his department. These books must be open to the inspection of any member of the Mission at any reasonable time. The Treasurer is responsible for the distribution of all funds sent to him for the support of the work. He shall not loan the funds of the Society under any circumstances. The Treasurer of the Mission is expected to furnish at the close of the year a statement of all funds received and disbursed. This statement is to be audited by members of the Mission. The Auditing Committee shall examine the funds and vouchers for each payment and report whether the disbursements were made in accordance with the estimates allowed by the Executive Committee.

APPROPRIATIONS AND EXPENDITURES.

The Treasurer must on no account pay out more money than was appropriated for the support of any department of the work, except under imperative circumstances, and then only with the consent of the Mission and subject to the final judgment of the Executive Committee. When such cases can be plainly

anticipated, the facts should be at once notified to the Executive Committee.

UNEXPENDED BALANCES.

All appropriations lapse at the close of the year for which they are made. All unexpended balances shall be placed to the credit of the Society and applied with the appropriations for the new year; but in the case of buildings or other special work actually in progress and which of necessity can not be completed before the close of the year, the amount appropriated for their completion may be reserved for that purpose and reported to the Society.

ANNUAL REPORTS.

Each Mission shall prepare an annual report which shall give in as brief and as clear a manner as possible a view of the work of the entire field during the year. It shall present in tabular statement the number and names of the stations and out-stations, churches and schools (Sunday, day and boarding), the number of baptisms and other additions during the year, the present number of communicants, losses, scholars (distinguishing between boarding, day and Sunday-schools and male and female), with a complete list of the missionaries, native preachers, teachers and helpers at each station, and such other items of information as may be deemed valuable. Each missionary shall also prepare a brief personal account of his or her labors during the year to be submitted to the Mission. In order to secure uniformity in Mission reports, each Mission is requested to appoint annually a committee to whom all the individual and station reports of work done during the year shall be submitted, and by whom a revised report based upon these different reports, covering the whole field and embracing such other matters pertaining to the interests of the Mission as may properly claim their attention, shall be prepared. This report when presented to and approved by the

Mission shall be forwarded to the Executive Committee, and shall in all cases be sent so as to reach Cincinnati not later than the middle of September.

LETTERS FROM THE FIELD.

While not obliged to do so, the missionaries are requested to write to the Executive Committee from time to time about the work and about themselves, setting forth their trials and their triumphs. Well written descriptive letters for the papers will be widely read and will generate interest and enthusiasm in the churches. This will take some time and some vital force, but much good will result from it.

SUPREME AIM OF THE WORK.

The great aim of all missionary life and service is the preaching of Christ to the nations. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Society only as they contribute to a wider and more effective proclamation of the gospel, and give promise of vital missionary results.

CORRESPONDENCE AND CABLEGRAMS.

The Executive Committee most earnestly desires that all business be transacted by correspondence. In emergency the cable may be used. But cablegrams are costly and, because of their brevity, are necessarily unsatisfactory.